

SAP Business Intelligence Reporting

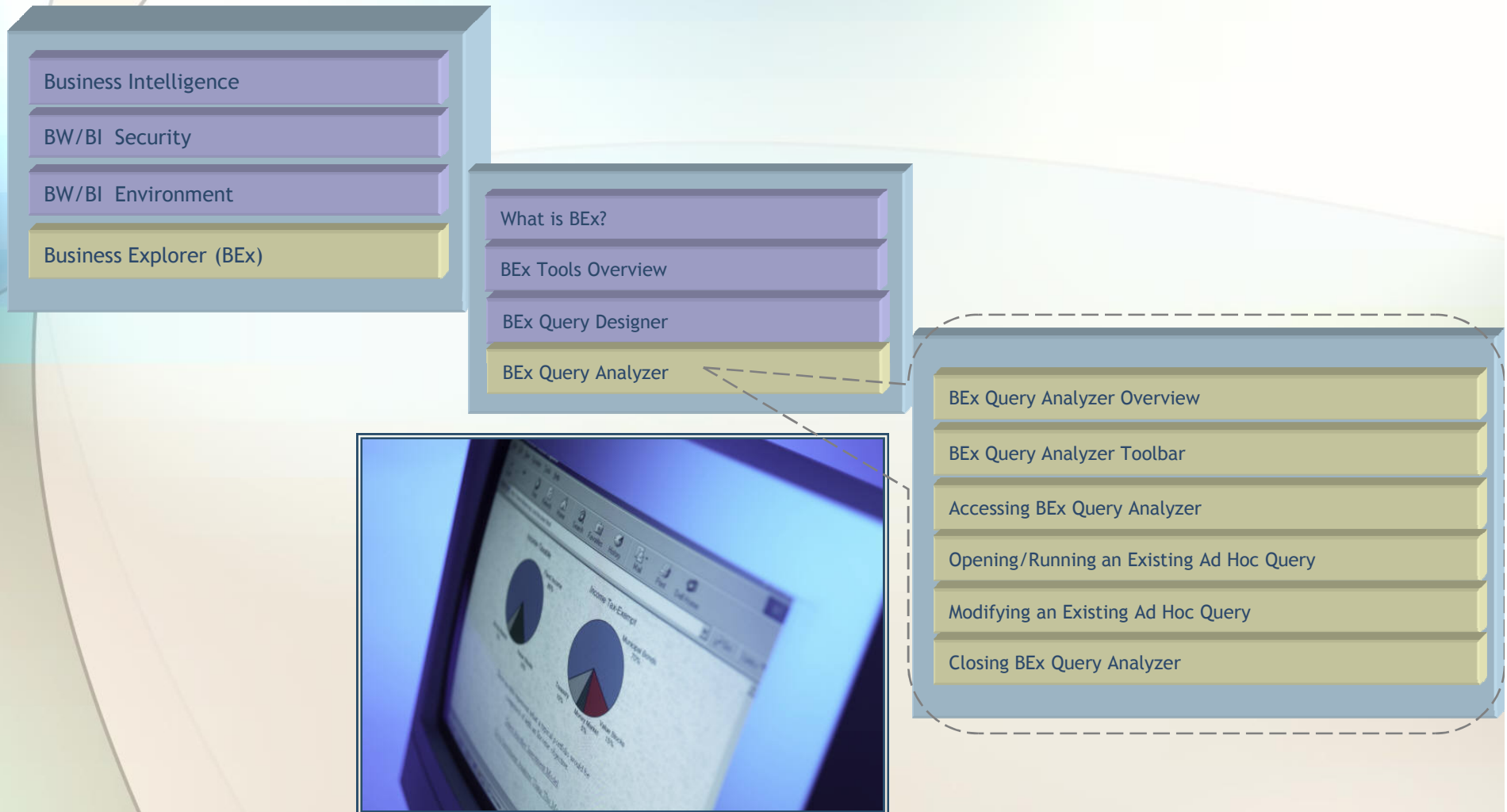
BEx Query Analyzer

Washington State HRMS Business Intelligence (BW/BI)
BW/BI Power User Workshop Materials

General Topics - BW/BI Power User

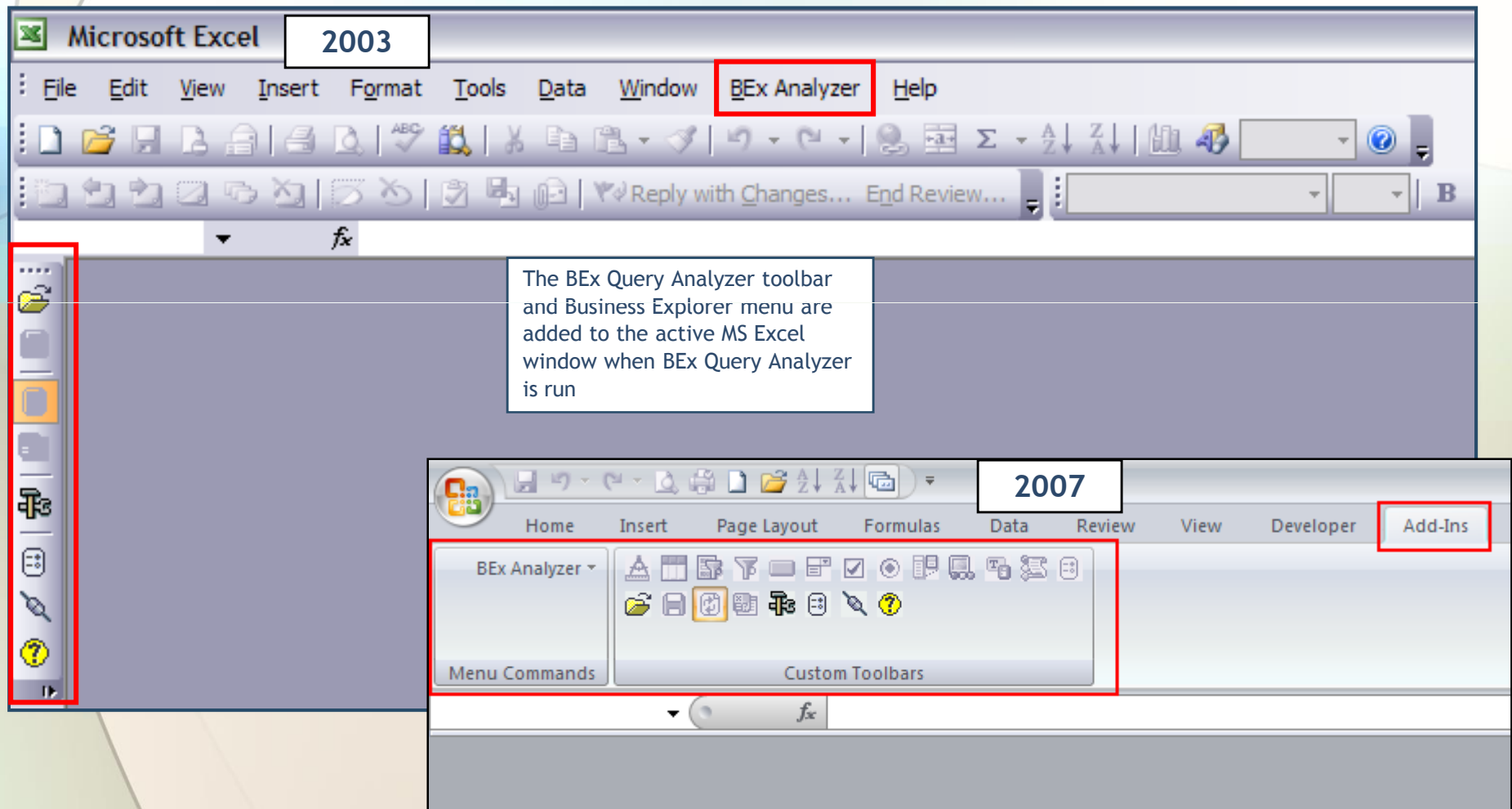
BEx Query Analyzer

The following section provides an overview of BEx Query Analyzer.



BEx Query Analyzer Overview

BEx Query Analyzer is a tool used to analyze ad hoc query results in MS Excel and is part of the BEx suite of tools. BEx Query Analyzer can be used to run ad hoc queries and opens BEx Query Designer to create and modify ad hoc queries.



BEx Query Analyzer Overview, Cont...

BEx Query Analyzer uses MS Excel to display query results. From MS Excel, users can sort, filter, drillup or drilldown on ad hoc query results. The example below uses a sample ad hoc query to display elements of query results from BEx Query Analyzer:

BEx Query Analyzer Toolbar

Query Name: RK_Demo_Query

Year: 2003

Author: ROSEANNAK

Navigation Block: Chart, Filter, Information

Table:

Personnel Area	Ethnic Origin	Number of Employees
Dept of Personnel	10/Not assigned	10
	White/Not Hispanic origin	119
	Black/Not Hispanic origin	10
	Hispanic	4
	Asian or Pacific Islander	10
	American Indian/Alaskan	4
	Result	157
Overall Result		157

Query Results

BEx Query Analyzer Overview, Cont...

The Context Menu for query results can be opened using right mouse-click on an object in the query (such as a Characteristic or Key Figure).

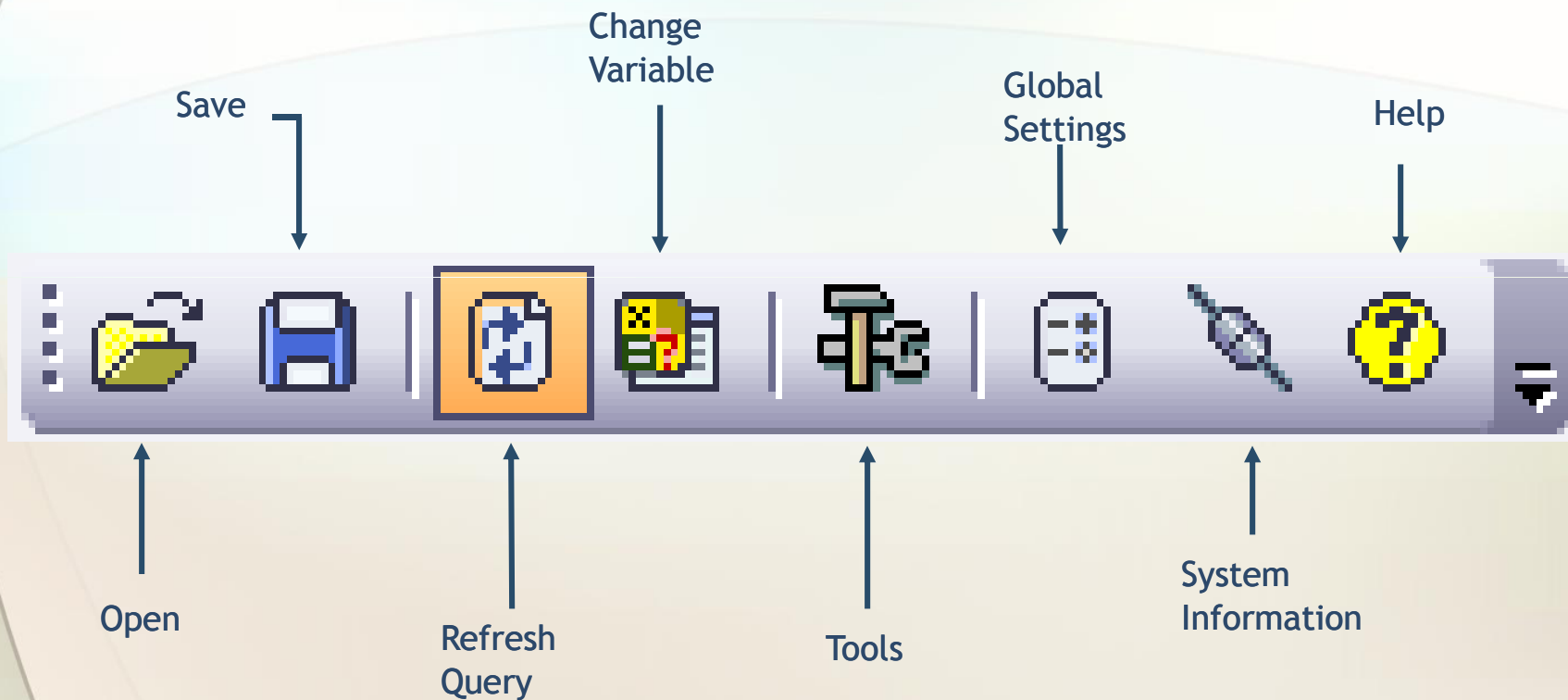
The Context Menu can be opened using right mouse-click.

Personnel Area	Ethnic Origin	Number of Employees
Dept of Pers		10
		119
		10
		4
		10
		4
		157
Overall Res		157

BEx Query Analyzer Toolbar

Following is a quick reference to functionality of the toolbar options available through the BEx Analyzer reporting screen:







 Note: These options are also available from the Business Explorer menu.



Continued...

BEx Query Analyzer Toolbar, Cont...

The table below describes the toolbar functionality in more detail.

	Open	Open an existing *workbook or query or to define a new query in an InfoProvider.
	Save	Save a *Workbook or query results.
	Refresh	Refresh the query results. Note: A query can only be refreshed if a connection exists between BEx Analyzer and the Business Information Intelligence Server.
	Change Variable	Access the variable selection screen.
	Tools	Launch a query in the Web browser, launch BEx Query Designer, insert a query (to attach multiple queries in one worksheet), copy a query to a new worksheet location, remove a query, remove/delete/detach queries in a *workbook or set SAP password protection on a query.
	Global Settings	Pause the automatic refresh of the query, terminate the connection between the query and the BW/BI server connection, display the BW/BI server information, perform various tasks on a new *workbook when it's embedded, apply a permanent *workbook template, turn the OLAP functions for right mouse clicking on or off, suppress warnings from the server, trace and display activities performed by a query.

Continued...

Toolbar Functionality, cont...



System Information

Displays information about the system.



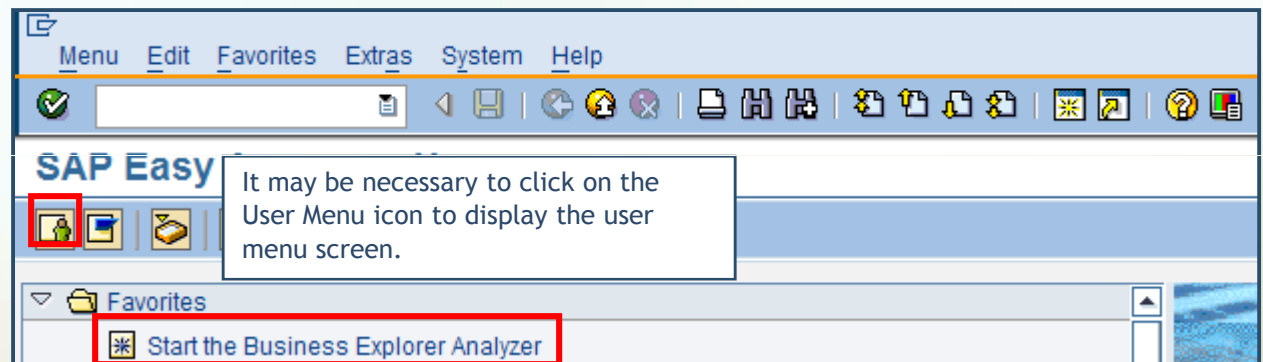
Help

Link to Business Explorer on-line help.

Accessing BEx Query Analyzer

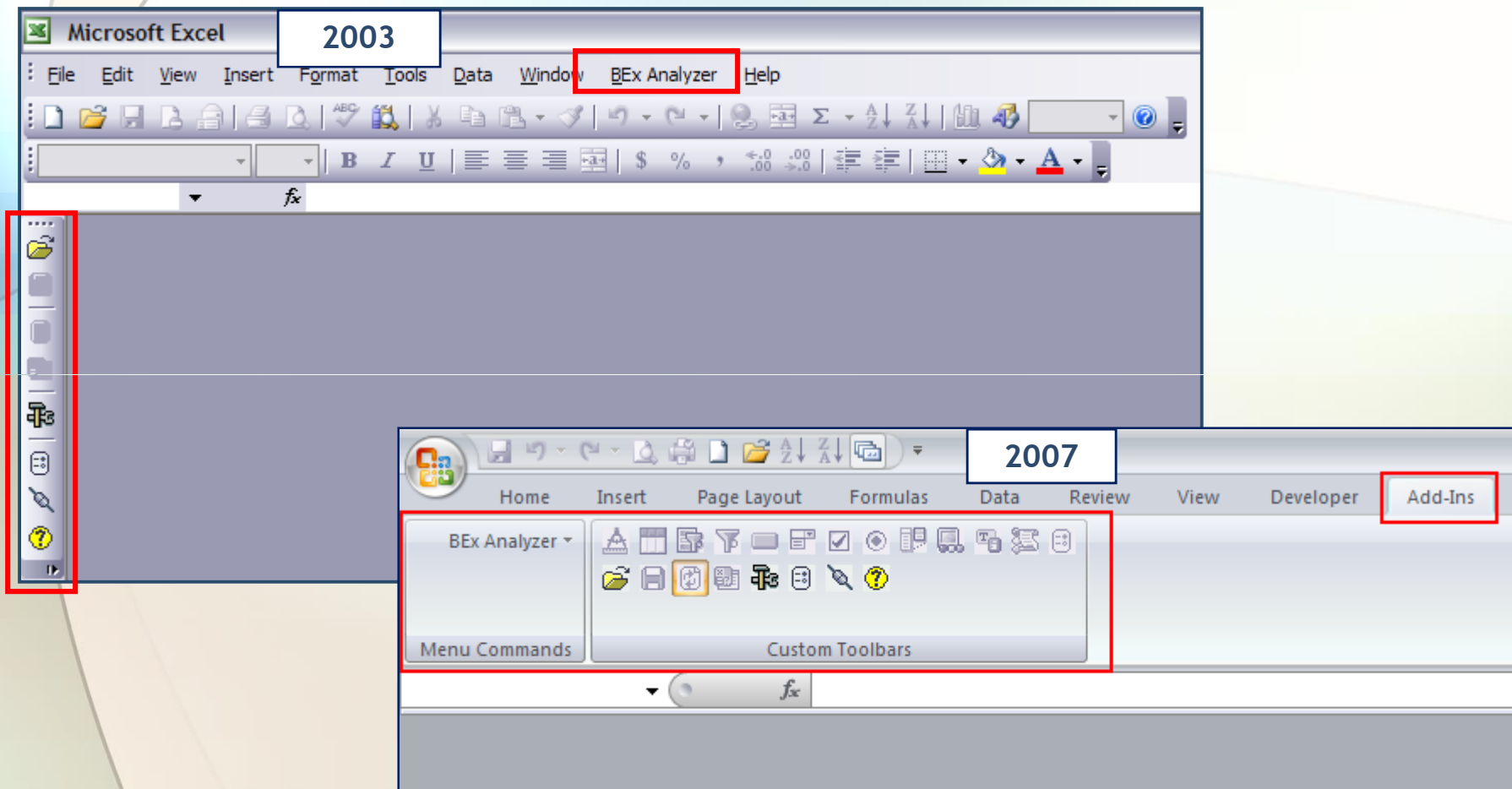
To access BEx Query Analyzer:

1. Logon to the HRMS Business Intelligence via SAP GUI as described in the Business Explorer (BEx) module.
2. Double-click the “Start the Business Explorer Analyzer” link.



Accessing BEx Query Analyzer, Cont...

Result: BEx Query Analyzer will be opened in MS Excel with the Business Explorer menu and BEx Query Analyzer toolbar enabled.




Opening/Running an Existing Ad Hoc Query

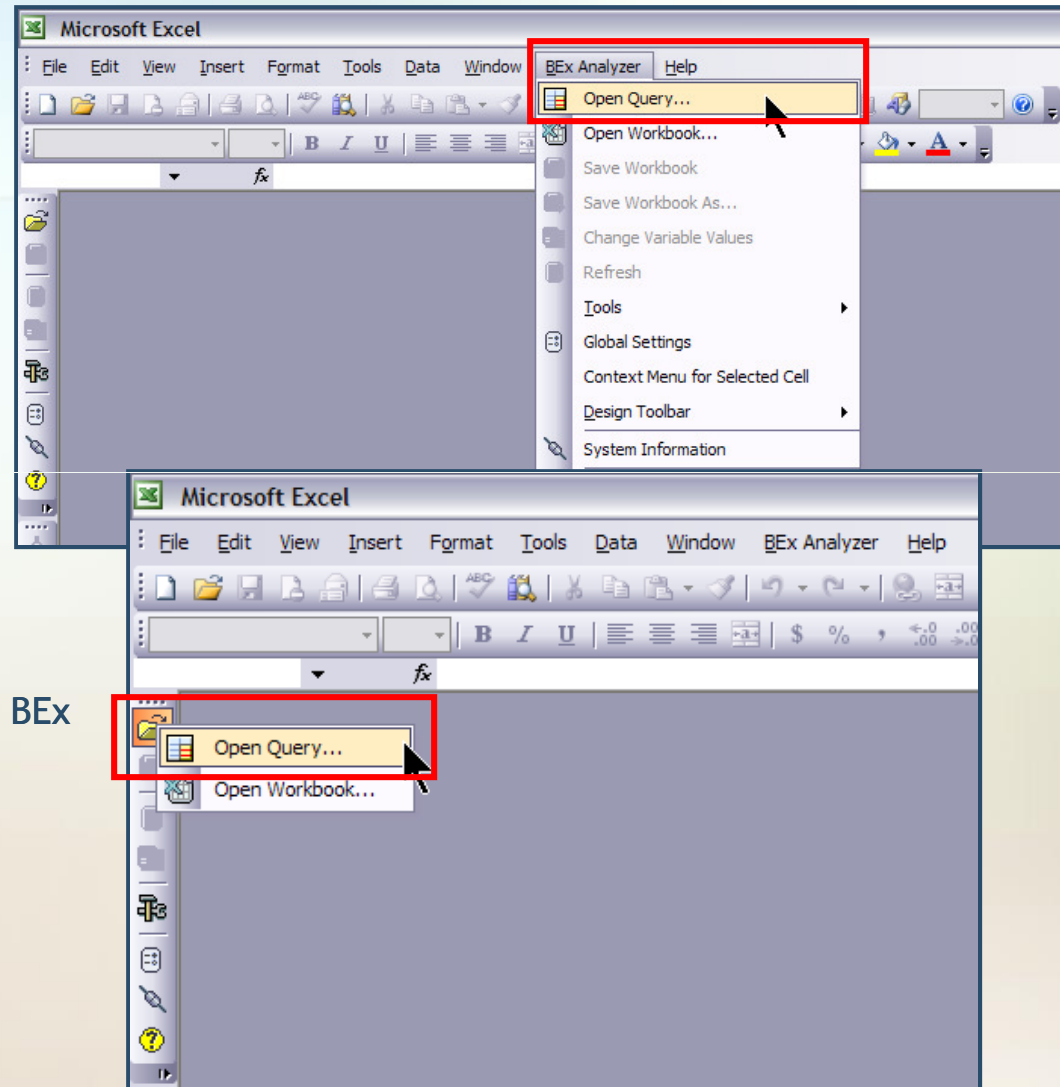
The example below uses a sample query, “Demo Basic Query”, to show how to open and run a query from BEx Query Analyzer.

To open and run a query in Excel 2003:

1. Click BEx Analyzer from the menu.
2. Select Open Query.

OR

1. Click the Open  icon from the BEx Query Analyzer toolbar.
2. Click Open Query.




Opening/Running an Existing Ad Hoc Query

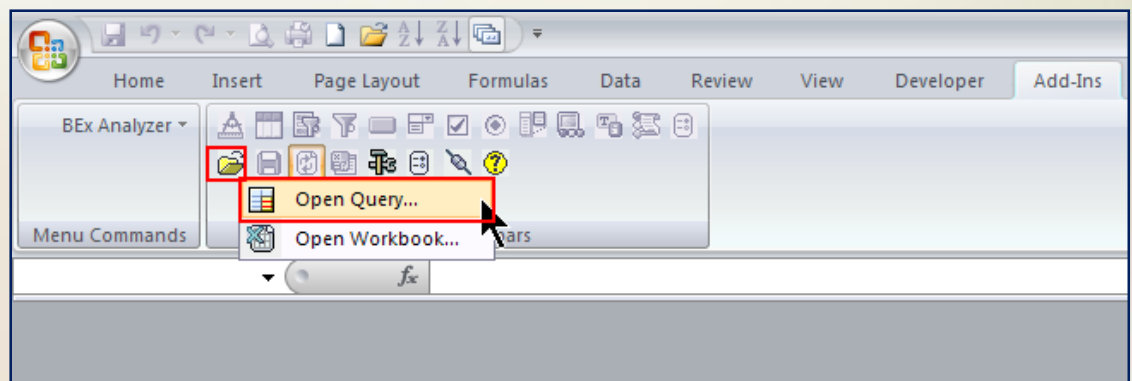
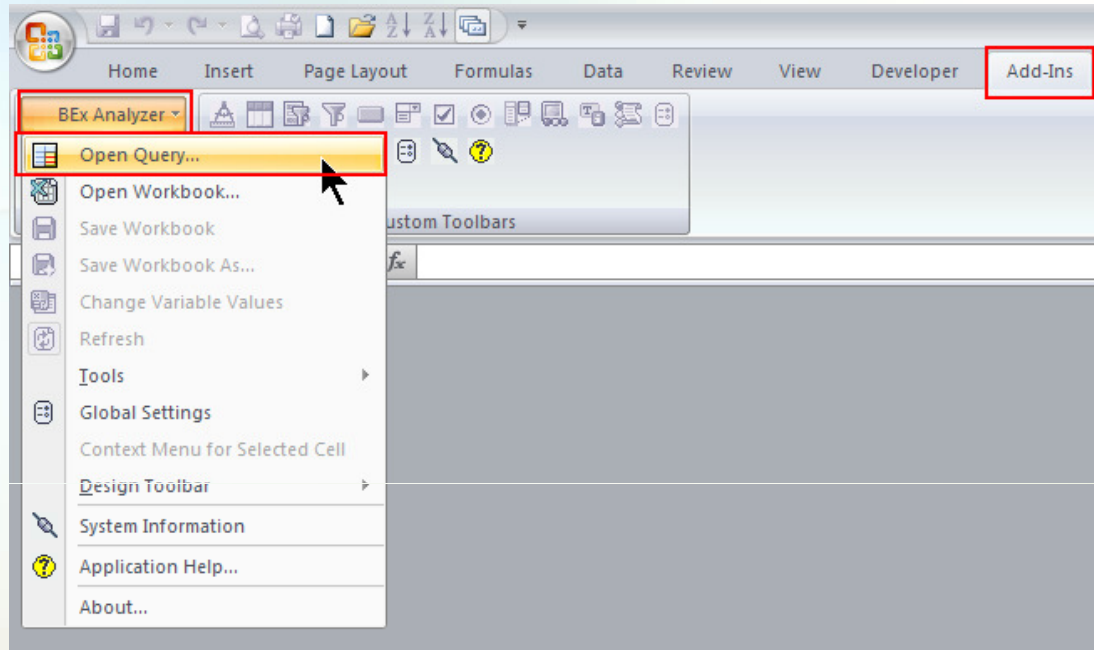
The example below uses a sample query, “Demo Basic Query”, to show how to open and run a query from BEx Query Analyzer.

To open and run a query in Excel 2007:

1. Click BEx Analyzer from the menu.
2. Select Open Query.

OR

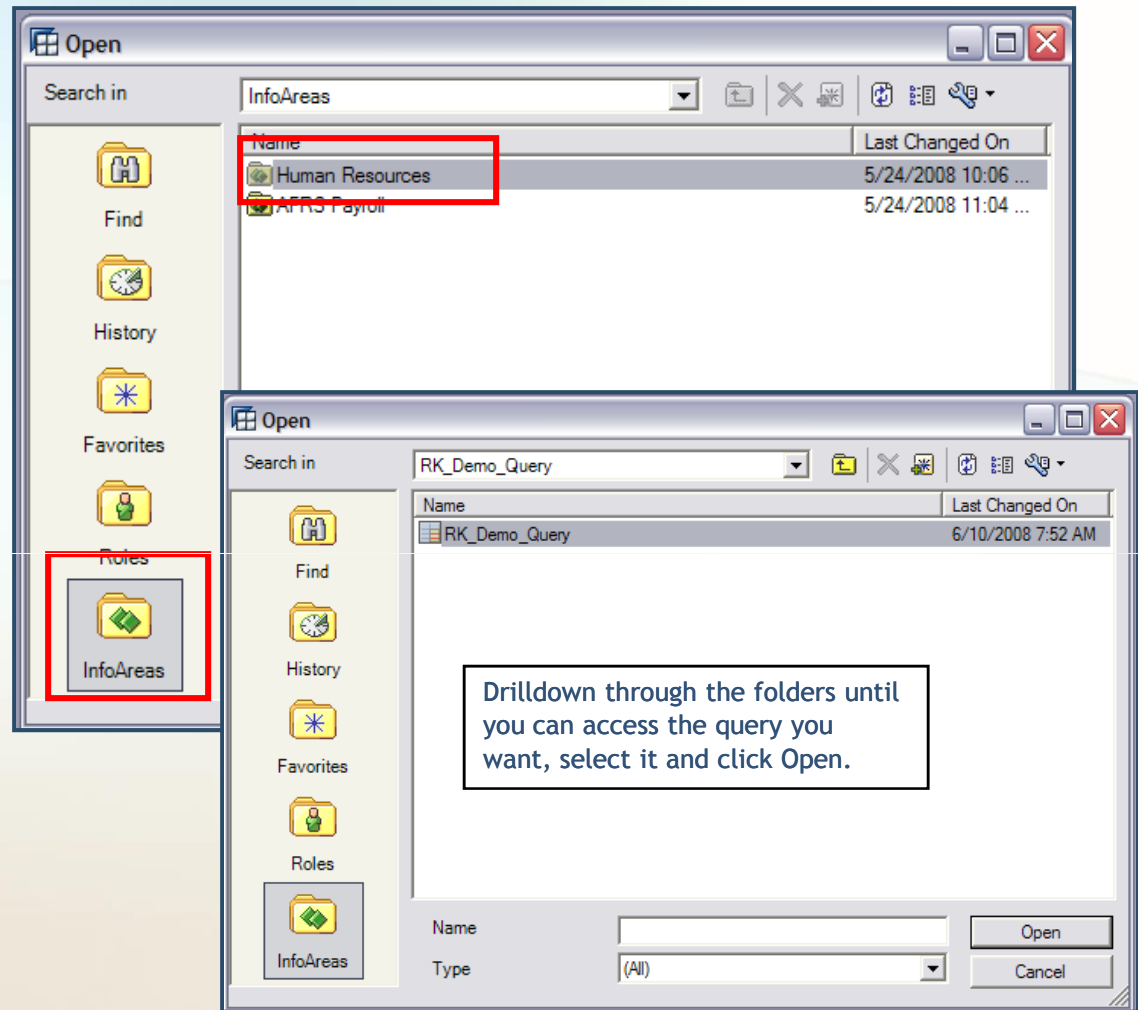
1. Click the Open  icon from the BEx Query Analyzer toolbar.
2. Click Open Query.



Opening/Running an Existing Ad Hoc Query

Result: The SAP BEx: Select Query screen will be displayed.

3. Click the InfoAreas tab of the Select Query screen.
4. Expand the Human Resources InfoArea.
5. Expand the Personnel Administration InfoArea.
6. Expand the Headcount and Personnel Actions InfoCube.
7. Select the sample query ("RK_Demo_Query").
8. Click Open.



Continued...

Opening/Running an Existing Ad Hoc Query, Cont...

10. Enter query Variables.
11. Click the OK button.

Select Values for Variables

Available Variables: DATA_PROVIDER_1 - ARK_DEMO_QUERY

Personnel Area - Select (Optional): 1110

Calendar Month Prompt_ Single V..(*) : 4/2008

OK Cancel Check

Result: The sample query results are displayed.

Microsoft Excel - RK_Demo_Query

File Edit View Insert Format Tools Data Window BEx Analyzer Help

Table

Author ROSEANNAK Status of Data 06/9/2008 05:16:16

Chart Filter Information

Personnel Area	Ethnic Origin	Number of Employees
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Modifying an Existing Ad Hoc Query

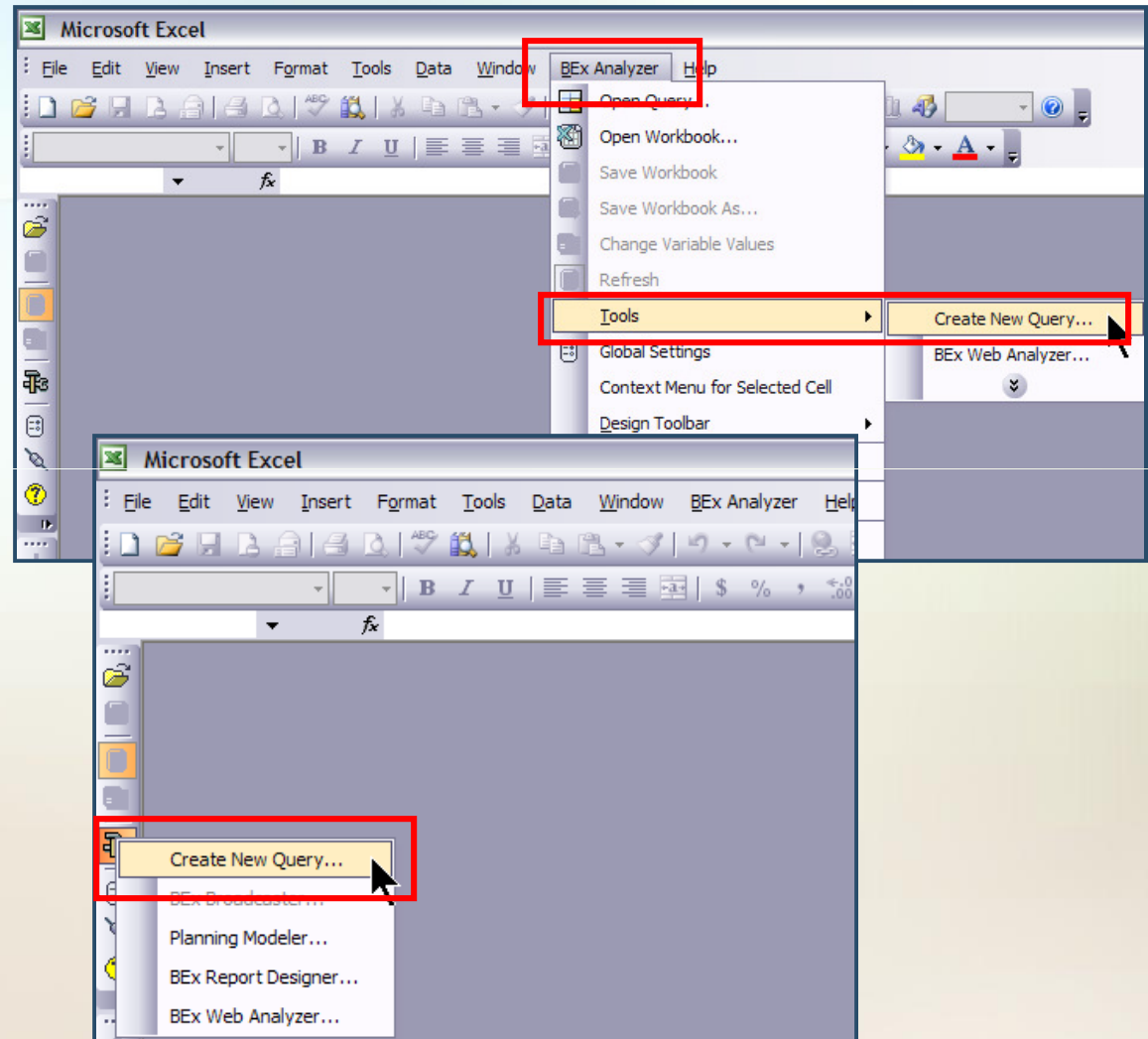
The example below uses a sample query, “Demo Basic Query”, to show how to open BEx Query Designer to modify an existing ad hoc query from BEx Query Analyzer.

To open and modify an existing query:

- Click Business Analyzer from the menu.
- Select Tools.
- Create New Query.

OR

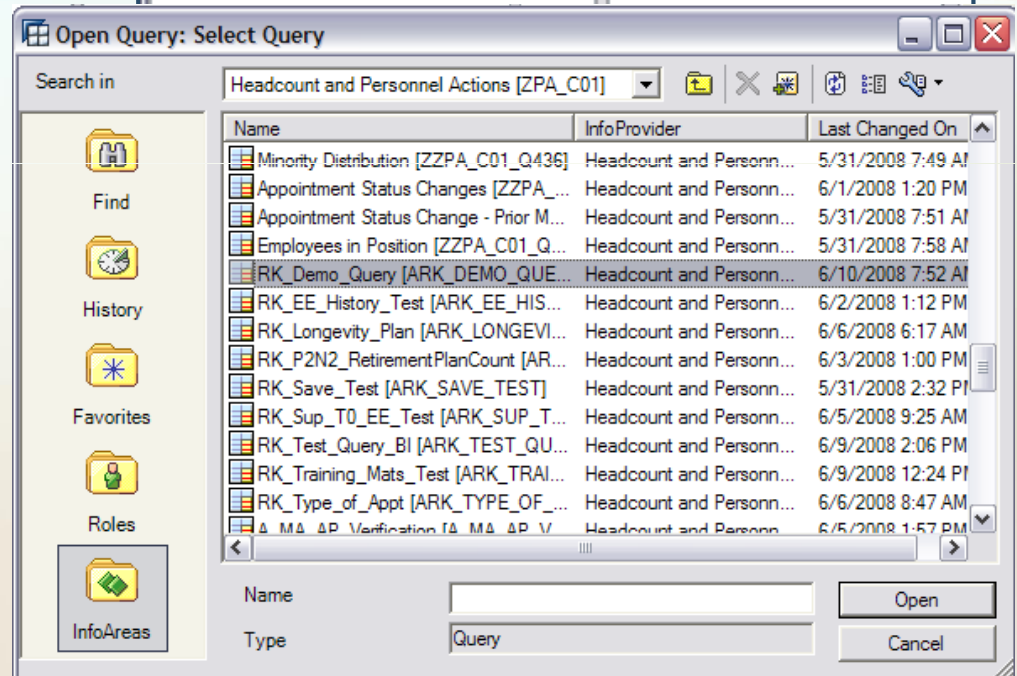
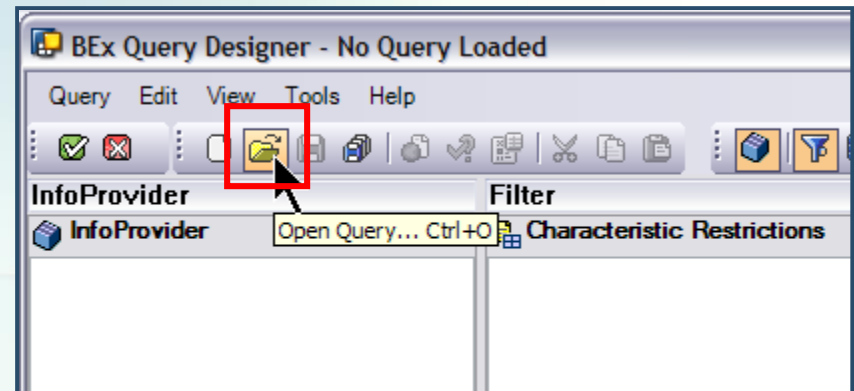
1. Click the Tools  icon from the BEx Query Analyzer toolbar.
2. Click Create New Query.



Continued...

Modifying an Existing Ad Hoc Query

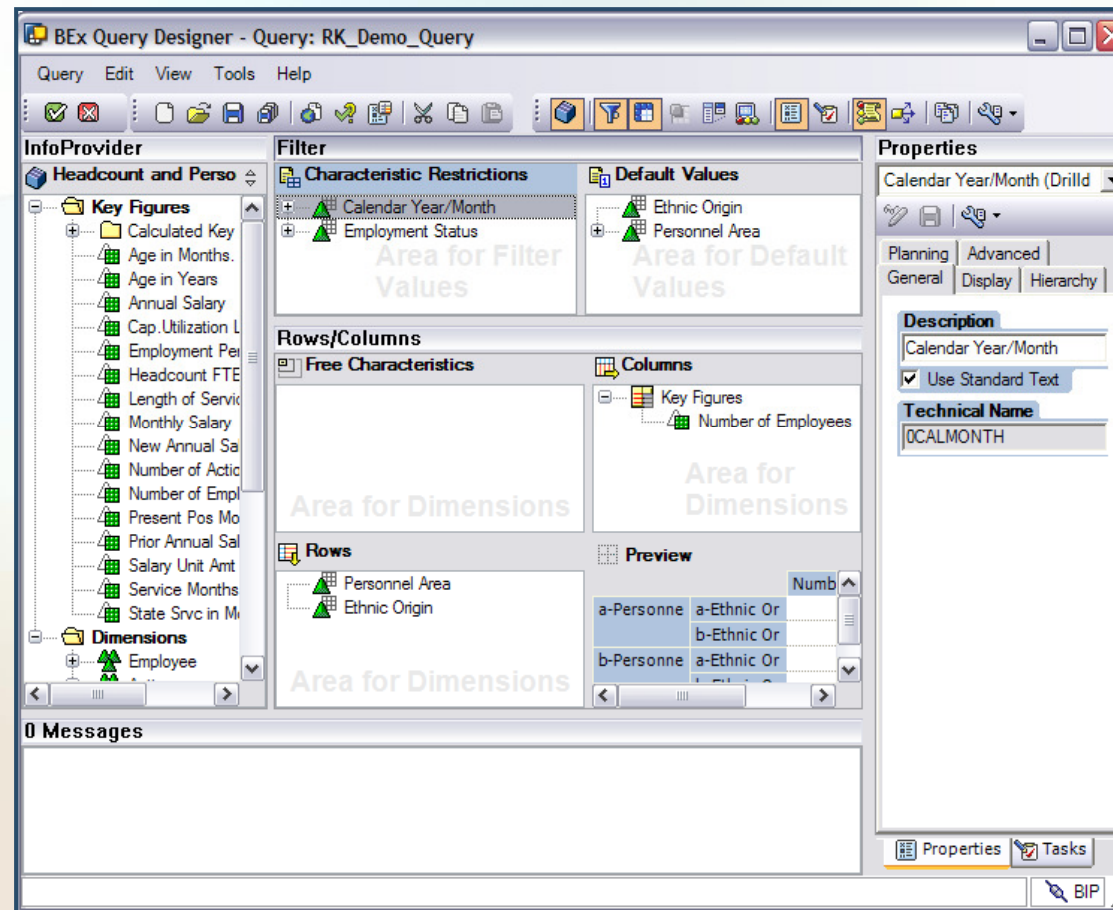
4. Click the “Open Query” icon in the Query Designer.
5. Expand the Human Resources InfoArea.
6. Expand the Personnel Administration InfoArea.
7. Expand the Headcount and Personnel Actions InfoCube.
8. Select the query you want to modify.
9. Click Open.



Continued...

Modifying an Existing Ad Hoc Query, Cont...

Result: The query is displayed in BEx Query Designer. See *BEx Query Designer - Modifying an Existing Ad Hoc Query* for instructions on modifying the query.



BEx Query Designer is opened from BEx Query Analyzer to modify queries.

Closing BEx Query Analyzer

To close BEx Query Analyzer:

1. Click the Close Window icon for all instances of MS Excel that have the BEx Query Analyzer BW/BI toolbar options.

